



STATE OF NORTH CAROLINA
OFFICE OF STATE HUMAN RESOURCES
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October 30, 2013

Memorandum

To: Holders of State Human Resources Manual

From: C. Neal Alexander 

Subject: State Human Resources Manual Changes - Revision No. 7

This memorandum transmits new or revised pages for the State Human Resources Manual. The changes are summarized as follows:

Remove Pages	Insert Pages	Policy Title and Explanation of Change	Effective Date
Table of Contents 1 to 4	Same	Table of Contents	11-1-2013
Section 2 – Table of Contents	Same	Section 2 – Table of Contents	11-1-2013
2-5 to 2-8	None	Priority Consideration for Exempt Managerial Employees Removed from Positions for Violations of G.S. 126-14.2 G.S. 126-14.2 was repealed.	11-1-2013
2-9 to 2-12	2-9 to 2-11	Priority Reemployment for Exempt Policymaking and Exempt Managerial Employees HB834 made changes to G.S. 126 (State Human Resources Act) which changed some of the conditions under which an employee removed from an exempt position is eligible for priority reemployment when separated for reasons other than cause.	11-1-2013
2-13 to 2-16	None	Priority Referral System Repeals a former referral system approach that is no longer utilized. Applicable portions of the policy are now in other appropriate policies.	11-1-2013

2-24 to 2-34.6	2-24 to 2-30	Reduction In Force Priority Replaces the two RIF policies (one for employees Reduced In Force prior to July 1, 2011 and one for employees Reduced in Force effective July 1, 2011 or later. Employees with priority under the previous law (prior to July 1, 2011) have now expired and the prior policy is no longer needed. HB834 resulted in changes to G.S.126 (State Human Resources Act) which changed some of the conditions under which an employee with RIF Priority has the priority satisfied or terminated.	11-1-2013
3-18 to 3-19	Same	Employment Offers Change in the probationary period resulting from HB834 – Modernization of the Human Resources Act.	11-1-2013
3-24 to 3-31	Same	Personnel Records Change in law regarding remedies employees have for objecting to material in their files.	11-1-2013
3-32 to 3-36	Same	Probationary/Trainee/Permanent Appointment and Career Status (for employees hired on or after August 22, 2013) Change in the probationary period resulting from HB834 – Modernization of the Human Resources Act. Policy applies to employees hired on or after August 22, 2013.	11-1-2013
4-89 to 4-93	Same	New Appointments Change in the probationary period resulting from HB834 – Modernization of the Human Resources Act.	11-1-2013
4-117 to 4-121	Same	Reinstatement Change in the probationary period resulting from HB834 – Modernization of the Human Resources Act.	11-1-2013
Section 7 – Table of Contents	Same	Section 7 – Table of Contents	12-1-2013
7-25 to 7-52	7-25 to 7-43	Employee Grievance Policy Replaces two grievance policies (Employee Appeals and Grievances and Employee Mediation and Grievances Process). Change in grievance process is a result of changes in the law as ratified in HB834.	12-1-2013
11-6 to 11-10	11-6 to 11-10.1	Separations Change definition of “Separation Due to Unavailability” to include non-medical reasons.	11-1-2013
15-1 to 15-10	Same	Section 15 – Index	11-1-2013